

JOB DESCRIPTION

DEPARTMENT: INSTRUCTIONAL SUPPORT SERVICES

JOB TITLE: CAREER DEVELOPMENT SPECIALIST

REQUIREMENTS:

- A. Education Level:** Master's degree in guidance and counseling. South Dakota School Counselor Certificate.
- B. Experience Desired:** Experience in career education, career & vocational counseling, staff inservice training, and community networking..
- C. Physical Requirements:** This position requires constant hand-eye/ mind-eye coordination, hearing; intermittent dialing, keyboarding, speaking, walking, sitting, grasping, holding, indexing, scheduling, and writing.

REPORTS TO: Director of Instructional Support Services
Federal Programs Coordinator

RECEIVES GUIDANCE FROM: Director of Instructional Support Services

DATE: Revised June 1999

ESSENTIAL FUNCTIONS AND DUTIES:

1. Coordinate a district-wide systematic career planning and decision-making program that will assist students in making informed occupational and related educational decisions.
2. Implement strategies that infuse career development and technical preparation concepts into the curriculum.
3. Provide career guidance and counseling services to special needs vocational students.
4. Establish a Career Development Advisory committee to provide assistance in maintaining, improving, and evaluating the program.
5. Develop and collect career education materials and disseminate them to district students, parents, and staff.
6. Provide training and technical assistance to teachers and counselors to ensure that the vocational/career development needs of students are being met.
7. Coordinate the District Career Assessment Program.
8. Evaluate the effectiveness of the district Career Preparation Program.
9. Develop a community career development network.
10. Performs other duties as assigned.

